## JOB DESCRIPTION



## Junior Sailing Program Coordinator

## **General description:**

Appointed by the Board<sup>1</sup> and reporting to the Fleet Captain Dinghy, this position is responsible for coordinating and supervising programs that serve Junior Members of the Club and the Summer Sailing School.

## Specific responsibilities include:

- 1. Organize and supervise the Junior Race Program;
- 2. Arrange and facilitate Club participation in Junior Regattas;
- 3. Assist coaches in planning and scheduling practice times;
- 4. Organize and supervise Junior Fun Nights;
- 5. Arrange volunteer assistants for Junior Program activities;
- 6. Arrange instructors for board approved designated Junior events such as Vancouver Island High Schools Sailing League and the Junior week;
- 7. Assist with boat set-up, storage and routine care;
- 8. Direct safety measures for all aspects of the Junior Program;
- 9. Ensure compliance with legal requirements for youth programs, including completion of coach/instructor criminal records checks, and that appropriate supervision, safety measures and parental authorization are in place at all times;
- 10. Other functions and tasks within the above general scope of responsibilities, as assigned by the Fleet Captain Dinghy.

**Comment:** It is anticipated that the incumbent may participate directly in some of the above functions, but also may delegate some of these items to other members of the Junior Program Committee.

**Anticipated time demands (after initial familiarization period):** 5 hours per week during the dinghy sailing season.

Date adopted by the	Board of Directors: March 5, 2013
Date of last review _	

<sup>&</sup>lt;sup>1</sup> All Board-appointed positions are for one year terms, renewable annually on the recommendation of the Board member responsible for the position.